

Grand Forks County States Attorney's Office is accepting applications for a **File Technician**

Hourly Starting Rate: \$15.91, Paid Semi-Monthly
Plus an Excellent Benefits Package

Grand Forks County is an Equal Opportunity Employer

HOW TO APPLY

A Grand Forks County application must be completed and submitted with a resume and cover letter.

Applications may be obtained from:

Grand Forks County, Human Resources
151 South 4th Street, 1st Floor
Grand Forks, ND 58201

Or at www.gfcounty.nd.gov

DEADLINE TO APPLY: October 19, 2020 by 5:00 pm.

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

Selection Process: Prospective employees will undergo a thorough background investigation.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

ABOUT THE STATES ATTORNEY'S OFFICE

The States Attorney's Office is responsible for prosecuting all criminal matters, as well as juvenile delinquencies, child deprivations and parental termination; providing legal service to county departments; representing petitioners in mental health commitments; administration and policy functions of the State's Attorney's office; and provide direction and training to law enforcement agencies within Grand Forks County.

ABOUT THE POSITION

Grand Forks County States Attorney's Office is seeking a **full-time File Technician** to assist States Attorney's Office and other professional personnel with filing and retrieving correspondence and files relating to criminal, juvenile and civil matters.

Typical Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- File correspondence in appropriate case files by utilizing the case management system and Court case management system to establish which case(s) correspondence may relate to.
- Receive and process discovery requests by photocopying files and duplicating media files, searching law enforcement systems and logging all requests for the secretarial staff.
- File case files in appropriate filing system as determined by the status of the case.

- Obtain Judge's calendar for 1st Appearance and Order to Show Cause Hearings. Retrieve and prepare files for 1st Appearance and Order to Show Cause Hearings by printing necessary reports.
- Retrieve case files for attorney staff and support staff.
- Retrieve and distribute outgoing inter-department mail and process outgoing U.S. Mail.
- Scan and retrieve files, paperwork and documents.
- Organize filing system to ensure easy filing and retrieval of files and correspondence.
- Dispose and shred obsolete files in accordance with established destruction schedule and/or legal requirements.
- Verify destruction of State radio records on the audit log.
- Handles confidential matters daily relating to all divisions of the States Attorney's Office.
- Print Criminal Judgments and Orders from daily generated reports.
- Act as Notary Public
- Provides back up support for the receptionist, which includes answering the phone, assist the general public and attorneys that come into the office.

To be successful in this position, you would have knowledge of and ability to:

- Legal terminology and court procedures.
- Essential office software: Word, Excel, Case Management software and Outlook preferred.
- Principles and procedure of filing and record keeping.
- County departments and their services in order to assist the public on where they may go for assistance with their questions and concerns.
- Routine clerical support procedures, including filing and making copies.
- County policies and procedures.
- Operate computer and other office equipment, such as multi-line telephone, scanner, copier/fax and printers.
- Prepare court calendars quickly and accurately.
- Maintain confidentiality regarding matters of a legal nature.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests from the general public.
- Deal diplomatically with disconnected individuals seeking legal assistance.
- Establish and maintain effective working relationships with government officials, co-workers and general public.
- Handle varying and often busy, stressful times.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or equivalent, supplemented by up to two (2) years previous experience in administration support work, prefer experience in automated records environment to include the receipt, processing, storage and retrieval of records; or an equivalent combination of education, training and experience, preferably in a legal setting.

Experience: Utilizing electronic records retention.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL ABILITIES: Sit, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word levels. Frequent heavy lifting over 25 pounds, often combined with bending, twisting, or climbing.

WORKING ENVIRONMENT: The work environment is a typical office setting.

GRAND FORKS COUNTY BENEFITS

Retirement: Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

Retiree Health Coverage: Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

Deferred Compensation Program: Employees may also defer a portion of their salary into a 457 plan.

Vacation Leave: Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

Sick Leave: Full-time, regular employees accrue 8 hours of sick leave per month.

Personal Leave: After 12 months of service, eligible employees will receive two (2) floating holidays each year.

Holidays: Twelve (12) paid holidays (paid at 8 hours) per year.

Group Health Insurance: Grand Forks County participates in the Blue Saver 100 2700 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

Dental Plan: Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

Vision Care: Coverage is available for employees and dependents. Employee pays 100% of premium costs.

Life Insurance: Grand Forks County provides \$7,000.00 of term life insurance.

Pay Days: All employees are paid twice monthly, on or before the 15th and the last working day of the month.

Direct Deposit: All Grand Forks County employees are required to participate in direct deposit.

Discounts: Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.